

Class Override Instructions in INB

I. LOG INTO THE FACULTY/STAFF PORTAL

- Go to www.weber.edu
- **CLICK** faculty & staff
- **ENTER** your Groupwise Username
- **ENTER** your Groupwise Password
- **CLICK** the Enter button

II. GETTING INTO LYNX/BANNER

- **CLICK** Lynx (Banner) in the purple bar
- **ENTER** your Groupwise Username in the designated field
- **ENTER** your Banner Password (should be your birthdate - MMDDYY – no slashes or dashes) in the designated field
- **ENTER** 'PROD' as the database
- **CLICK** the Connect button

IV. INPUT AN OVERRIDE

- **ENTER** SFASRPO in the Go to field:
- **ENTER** the Term (for the Fall 2005-06 year, enter_200620).
 - (2006 designates the year, 10=Summer, 20=Fall, 30=Spring)
- Enter the student's W#
- To search by name
 - **CLICK** on the magnifying glass icon
 - **ENTER** the Last Name and First Name
 - **PRESS** function key F8 or the Execute Query button
 - **DOUBLE-CLICK** on the proper student.
- **CLICK** the Next Block icon.
- **DOUBLE CLICK** in the PERMIT field to choose an override type.
- **CLICK OK**
- Enter the CRN (5 digit class id #) which will allow the student to register for that CRN only OR enter a subject and course # to allow the student to register for any section with that course #.
- **CLICK** the SAVE icon at the top
- **CLICK** the ROLLBACK icon to access a new student
- **CLICK** the blue X to exit

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V. INFORMATION ON BANNER OVERRIDES

- There is nothing to stop you from overriding other dept classes **BUT YOU MUST NOT**. Your name will show up as soon as you **SAVE** so it will be known who has overridden each class.
- You can not register a student in banner. You are overriding only and the student must register themselves on self-service. You may want to give them a time limit to do this so you can keep track of your enrollment.
- You may delete a student's override by having the permit highlighted and then choose **RECORD/REMOVE/SAVE**.
- The student's schedule is shown at the bottom of the screen just as an informational help for you.
- If there is more than one registration override needed, each override needs to be input individually.

VI. OVERRIDE TYPES

CAPACITY Overrides a closed class.

CLASS Overrides a class distinction such as Seniors Only **BUT** also includes the College Tier Override. **DO NOT USE THIS OVERRIDE TYPE. IT IS RESERVED FOR THE ACADEMIC ADVISEMENT OFFICE** to administer the College and University Tier functions. If you need to override a designation of CLASS but not College Tier, please send the student to the Registration Office with the override memo saying it is a CLASS override.

COREQS Co-Requisite override.

DEGREE Degree Restriction override for classes that require only specific degrees to be allowed.

DUPLICATES Duplicate courses override.

PREREQS Pre-Requisite override.

PROGRAM Program Restriction override for classes that require only specific programs to be allowed.

SPECAPPR Special Approval override.

TIME Time Conflict override.

VII. SFASRPO SCREEN SHOT

